DTS at NPS

Defense Travel System

Preliminary

- NPS has been a pilot test site for DTS since 1996!

- DTS designed to be easy to use, and less costly to administer than traditional travel systems

- Travelers follow rules in JTR/JFTR Appendix O (same as for TM)

- "Trust the Traveler"

Administrators

- Lead DTA—Nick Pavlina[*]
- Alternate Lead DTA—Rich Young[*]
- Financial DTA—Regina Panis
- Alternate DTA—Aimée Delorimier [*]
- Travel Office—Charlotte Miller
- DTS Training—Jim Egerton [*]

    - [*] G2 Software Systems, Inc.

Defense Travel System

- Replaces, but similar to Travel Manager
- CAC card access with CAC reader
- CAC "middleware" (ActivCard Gold) *
- Security software (DBsign) *
  - * Installed by ITACS
- www.defensetravel.osd.mil
- Web-based interface
- Intuitive like Travelocity

Implementation Schedule

- 29 March: GSOIS and 03
              (including students)
- 12 April: GSEAS and GSBPP

- 26 April: SIGS, 00, 01, 006 and 013

- 10 May: Remainder of organizations

DTS setup

- Organizations and groups similar to TM
- LOAs only available within organization
    - SPFA can pull LOA from another org.
- No routing to SPFA based on job order
    - Routed to Reviewer by name
- No routing for INFO TAKE NO ACTION
    - AO rule in Outlook to forward email to ODTA
    - Use extensive Reporting capability for information

Other Features

- Split disbursing mandatory for all military, all civilians without union bargaining unit.
  - DFAS pays credit card bill to Bank of America
- Split accounting
  - Split cost of travel between job orders
- <u>ALL</u> tickets purchased on Govt travel card
  - If you travel and don't have one, get one!
  - APC is Jaimen Galindo, 2080, Root 103K
  - Takes 7-10 days

Reservations

- Traveler makes own reservations directly with airline, hotel, rental car agency
  - Choose own flights and pick seats
- SATO does quality check, assists as required
- SATO purchases tickets
- Must justify all exceptions to AO
  - Actual lodging, bigger car, non-contract flights

Reservations cont'd

- For overseas flights, you must put your SSN in a comment box to SATO.

- You must request BOQ, BEQ reservations by comment box to SATO. In this case, you must add your SSN.

- Automatic BQ reservation capability will be added to DTS in a future revision

- NEW: SECNAV must approve ALL business class travel

Help and Training

- DTS has help screens at all levels
- Tier II Help desk is in San Diego at 619 222-8025 Tom Krieger, ext 131, and Bill Rhodes, ext 130
  - (DTS-HelpDesk@nps.edu)
- On-line web-based training course
- On-line Travel Authorization live demo
- We will set up hands-on classroom training if required

DTS Documents

- Authorization
  - Same as TM
- Voucher from Authorization
  - Same as TM
- Local Voucher (1164)
  - Was available in TM until 2001
  - Active in DTS for travel-related expenses
  - Will be routed to Comptroller for review

Payments

- Automatic Disbursement System
  - Vouchers paid in two days
- Automatic partial payments
  - TDY over 45 days
- Travel Advances
  - For non-card holders

Phase in

- All Travel Manager authorizations will have vouchers done in Travel Manager
- All DTS authorizations will have vouchers done in DTS
- Travel Manager will be available until all vouchers completed
- Travel Manager will be archived in comptroller's office

Live Demonstration